

May, 2004

## **Habilitation Services Program (HSP) Transfer Progress Report**

### **Legislation:**

- The Department will monitor the upcoming legislative sessions addressing the Governor's May Revise budget to determine if actions are taken that will impact work services to persons with developmental disabilities. As of the date of this report, the habilitation transfer is a closed issue.

### **Rulemaking (Regulations):**

- Department of Finance staff informed DDS they are in receipt of the Habilitation emergency regulations package. Once approved by DOF, the regulations will be filed with the Office of Administrative Law (OAL).
- DDS has posted a **draft copy** of the regulations on the DDS website ([www.dds.ca.gov](http://www.dds.ca.gov)) for your review. The draft copy of the Habilitation regulations are located under the title "Habilitation Services" which is found within the "Featured Link" column of the DDS home page website. We still plan to mail copies of the regulations to stakeholder organizations and post the official copy of the regulations on our website once they have completed the OAL review process. As noted in previous reports, under the emergency rule-making process, after OAL approves the regulations a public comment period on the regulations will follow before the regulations become final. Preparation of the Notice of Proposed Rulemaking package is near completion.
- As planned, the Frequently Asked Questions (FAQs) have been posted to the DDS website, [www.dds.ca.gov](http://www.dds.ca.gov) habilitation services link.

### **Medicaid Waiver Amendment:**

- As noted in the last report, a "technical" amendment has been prepared and submitted to the Department of Health Services. This amendment identifies the Department of Developmental services as the agency responsible for administering habilitation services, rather than the Department of Rehabilitation. The amendment will be submitted to CMS. Preliminary feedback from CMS Region IX indicates the amendment will be accepted.

## Implementation Activities:

- As noted in the last report, the delay in the CADDIS roll out means that **regional centers should go ahead and begin assigning habilitation vendor numbers in UFS**. Regional centers should anticipate receiving an e-mail followed by a Technical Bulletin describing Vendorization and General Ledger Account codes for Habilitation services. These vendor numbers will be converted by CADDIS once it rolls out.
- Technical assistance requested in regard to the use of the group billing form and the imbedded macro functions was provided to service providers and regional centers by Denyse Curtright at FNRC (April 21), KRC (April 27), ACRC (May 13) and at FDLRC (May 18). TA on this topic is scheduled at VMRC (May 20) and at the RC Administrators meeting here at DDS (May 21). Todd Golterman, Community Services Technology Support Section, is scheduled to provide technical assistance covering the group billing process at the following regional centers.
  - May 27 at CVRC
  - June 15 at IRC
  - June 22 at SGPRC
  - June 23 at ELARC
- **Regional centers who are interested in receiving DDS assistance in conducting vendor training, or training regarding electronic attendance and billing, may contact Denyse Curtright at dcurtrig@dds.ca.gov**
- DDS is working with DOR to prepare **regional center specific historical Habilitation service cost information** to help regional centers prepare Habilitation cost estimates and projections.
- By May 26, 2004, DDS will provide an up-to-dated consumer list by UCI number, service type and vendor to regional centers so they can begin preparing the necessary Habilitation service POS authorizations beginning July 1, 2004.
- DDS is hosting **weekly Wednesday teleconference calls**, which began May 12, 2004 10am to 12pm that will continue, if needed, through July 28, 2004. The purpose of the calls is to answer any additional questions to regional centers regarding the habilitation transfer. The teleconference call # is 888-455-0945; the pass code is "Habilitation".
- As noted on the DDS web site, **Habilitation Services forms** currently posted are still in **Draft** format. **Final versions that have been approved by DDS for use are expected to be posted by 5/26/04**. These forms will continue to be downloadable and/or printed out and completed by hand. Please be aware that until DDS has indicated the forms have been finalized and approved, these draft forms cannot be used for services.

- The Department of Rehabilitation and Dale Dutton, CARF, have arranged for regional centers to receive CARF Accreditation manuals. These manuals were mailed this week to each regional center's Executive Director.
- On April 20, 2004, the last of five regional center trainings was held at San Gabriel/Pomona Regional Center.
- For the present time, training curriculum material presented at the training sessions will remain posted on the DDS website. Regional centers that would like a CD containing all the curriculum documents can contact Denyse Curtright via e-mail at [dcurtrig@dds.ca.gov](mailto:dcurtrig@dds.ca.gov). This material is in several formats, including, Word, Excel, Portable Document Format (PDF) and Power Point. For curriculum material that was revised following training presentations, DDS will have an updated version on the website. Questions from the regional center trainings above will be added to the FAQ list. Questions can be sent to DDS via fax (916-654-2192) or e-mail [Work.Services@dds.ca.gov](mailto:Work.Services@dds.ca.gov).
- DDS continues to request input from regional centers, vendors and other stakeholder organizations on questions they would like answered or topics covered during the DDS sponsored habilitation trainings. These trainings will be held in Fall 2004. Thus far, Fall 2004 training topics may include: Title 17 Regulations; CARF Accreditation requirements; Transition from School to Work; and the "Ticket to Work" program. Additional fall training topics can be emailed to [Work.Services@dds.ca.gov](mailto:Work.Services@dds.ca.gov).
- DDS is in the process of recruiting five Habilitation staff from a pool of current DOR Habilitation Specialist to fill a similar role with DDS' Work Services Section as Community Program Specialists II positions. While DDS does have an MOU with DOR to develop policies and procedures related to service coordination between the two agencies, beginning July 1, 2004, the CPS II will be the contact person for any Habilitation service provider issues that may arise warranting the involvement of the Department of Rehabilitation. These CPS II positions are expected to clear the Governor's hiring freeze, at which time the names of these individuals and the geographic area to which they will be assigned will be posted on the DDS website. A map of the five proposed geographic areas, by county, is attached for your review.
- DDS continues to post all current and past Habilitation transfer progress reports on the DDS web site.